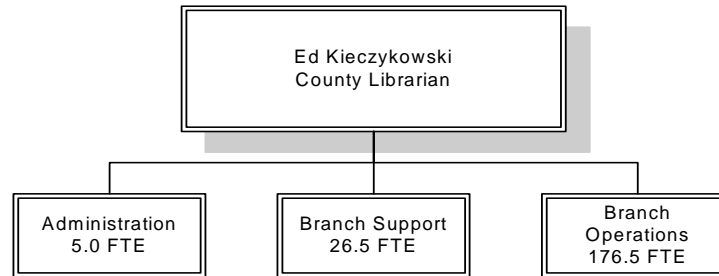


LIBRARY Ed Kieczkowski

MISSION STATEMENT

The San Bernardino County Library provides equal access to information services and materials for all residents of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 incorporated cities within the county. Two bookmobiles are utilized to reach people who live in sparsely populated areas or are unable to visit the traditional branches. The County Library also operates a specialized bookmobile unit in the High Desert that provides literacy and school readiness programming to young children and their parents or caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 500 Internet Accessible Public computers. The public computers also provide access to a number of on-line databases and other electronic resources. Electronic access to County Library's collection of materials is available through the Internet, and daily delivery services provide for materials to be shared among the various branches. Cultural and educational programs for all ages, including literacy services and other specialized programs, are provided at the branch locations. In addition, county recorder services are located at the Apple Valley, Fontana, and Montclair branch libraries.

The County Library is financed primarily through dedicated property tax revenues and is also supported by local "Friends of the Library" organizations that financially assist Library branches in local communities. A total of 1,500 volunteers, performing a variety of tasks, also assist in supporting local libraries.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	11,536,150	11,561,194	11,865,551	12,529,628
Total Financing Sources	11,697,656	10,875,152	12,106,011	11,598,935
Fund Balance		686,042		930,693
Budgeted Staffing		209.2		209.0

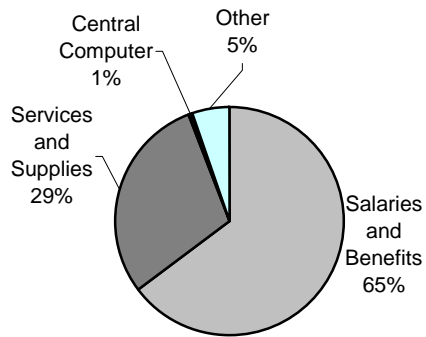
Workload Indicators

Circulation	2,902,322	2,900,000	2,716,652	2,620,000
Reference	547,728	625,000	390,437	390,000
Branches	29	29	29	29
Total Branch Hours	67,864	67,800	67,800	67,800
Total Patron Visits	3,309,508	3,350,000	3,318,250	3,350,000

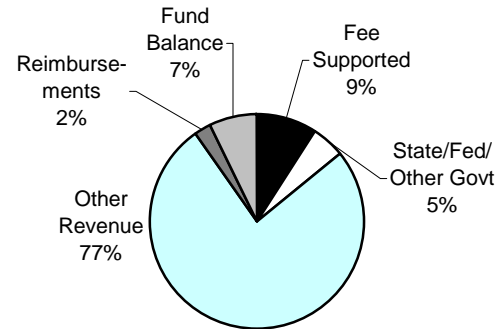
Actual revenues for 2003-04 exceeded budget by approximately \$1.2 million mainly due to property taxes surpassing projections by \$543,091, as well as Board approval of a \$500,000 operating transfer from the county general fund for the purchase of additional library materials.



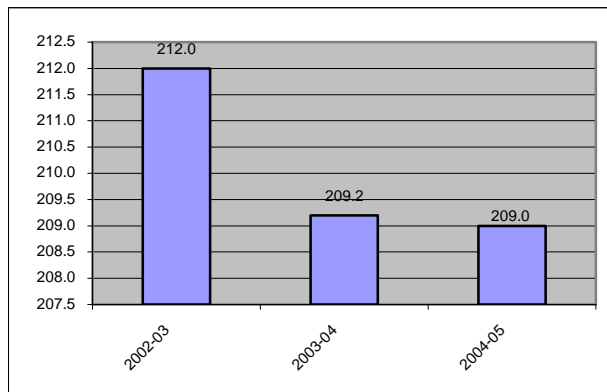
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



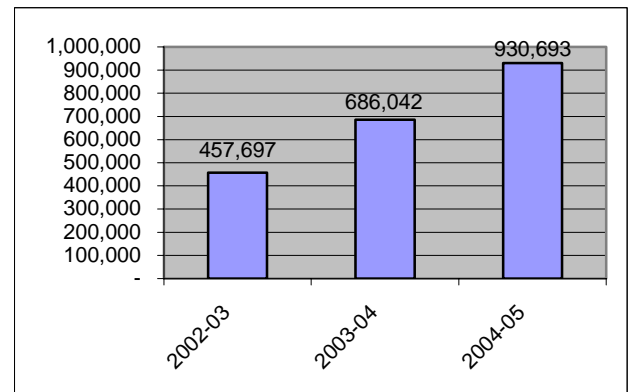
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 FUND BALANCE TREND CHART



GROUP: Econ Dev/Public Svc
DEPARTMENT: County Library
FUND: County Library

BUDGET UNIT: SAP CLB
FUNCTION: Education
ACTIVITY: Library

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	7,470,208	7,804,504	7,511,423	800,419	8,311,842
Services and Supplies	3,789,138	3,214,579	2,858,345	910,600	3,768,945
Central Computer	72,476	73,009	94,402	-	94,402
Other Charges	112,916	112,925	112,925	(157)	112,768
Improvement to Structures	-	150,000	150,000	(100,000)	50,000
Transfers	495,752	520,707	520,707	(13,881)	506,826
Total Exp Authority	11,962,045	11,875,724	11,247,802	1,596,981	12,844,783
Reimbursements	(293,829)	(314,530)	(314,530)	(625)	(315,155)
Total Appropriation	11,668,216	11,561,194	10,933,272	1,596,356	12,529,628
Operating Transfers Out	197,335	-	-	-	-
Total Requirements	11,865,551	11,561,194	10,933,272	1,596,356	12,529,628
Departmental Revenue					
Taxes	8,793,740	8,250,649	7,648,877	939,448	8,588,325
State, Fed or Gov't Aid	820,792	643,903	643,903	(8,903)	635,000
Current Services	1,054,161	1,080,000	1,080,000	93,400	1,173,400
Other Revenue	476,318	612,600	612,600	(172,240)	440,360
Total Revenue	11,145,011	10,587,152	9,985,380	851,705	10,837,085
Operating Transfers In	961,000	288,000	261,850	500,000	761,850
Total Financing Sources	12,106,011	10,875,152	10,247,230	1,351,705	11,598,935
Fund Balance		686,042	686,042	244,651	930,693
Budgeted Staffing		209.2	171.8	37.2	209.0



DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	209.2	11,561,194	10,875,152	686,042
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	464,772	464,772	-
Internal Service Fund Adjustments	-	100,254	100,254	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	565,026	565,026	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	19,572	19,572	-
Subtotal	-	19,572	19,572	-
Impacts Due to State Budget Cuts	(37.4)	(1,212,520)	(1,212,520)	-
TOTAL BOARD APPROVED BASE BUDGET	171.8	10,933,272	10,247,230	686,042
Board Approved Changes to Base Budget	37.2	1,596,356	1,351,705	244,651
TOTAL 2004-05 FINAL BUDGET	209.0	12,529,628	11,598,935	930,693



DEPARTMENT: County Library
 FUND: County Library
 BUDGET UNIT: SAP CLB

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salaries and Benefits	37.2	800,419	-	800,419
* 0.6 addition to a Library Program Coordinator (\$39,924) that was partially funded in FY 2003-04. * 0.4 decrease for a Library Regional Manager position (\$34,632) to allow for mid-year recruitment to replace the retiring incumbent. * Defund 0.4 vacant Library Associate (\$22,000) * Additional amount budgeted primarily the result of step increases (\$39,702) ** Final Budget Adjustment - Board-approved policy item to restore 37.4 budgeted positions (totaling \$777,425 in appropriations) as a result of the State Budget adoption having a significantly less impact on the Department than originally anticipated.				
2. Services and Supplies		910,600	-	910,600
* Projected increase in reimbursement to Friends of the Library for video rentals (\$115,000) * Increased vehicle charges estimated for FY 2004-05 (\$21,000) * Decrease in programming costs charged by ISD due to the ability to use internal staff for most project work (\$55,801) * Decrease in COWCAP Charges (\$29,014) * Net increase of adjustments to all other services and supplies (23,999). ** Final Budget Adjustment - Appropriations for noninventoriable equipment and maintenance charges increased by \$235,416 and \$100,000 respectively due to the fund balance for FY 2004-05 being greater than anticipated (\$242,016) and Board approval of the department's fee requests (\$93,400). ** Final Budget Adjustment - Appropriations for the purchase of library materials increased by \$500,000 resulting from Board approval of a policy item to augment the department's book budget.				
3. Other Charges	-	(157)	-	(157)
Minimal decrease in interest charges for the Apple Valley Construction Loan.				
4. Improvements to Structures	-	(100,000)	-	(100,000)
Decrease due to the completion of improvement projects during FY 2003-04 at the Adelanto, 29 Palms, and Lucerne Valley branch libraries.				
5. Transfers	-	(13,881)	-	(13,881)
Decrease primarily the result of reduced rent payments transferred to the Real Estate Services Department.				
6. Reimbursements	-	(625)	-	(625)
Minimal change in reimbursements anticipated for FY 2004-05.				
7. Taxes	-	-	939,448	(939,448)
Additional property tax revenues of \$162,023 are projected based on estimates provided by the County's Auditor/Controller-Recorder. ** Final Budget Adjustment - Revenues have been increased by \$777,425 due to the State Budget adoption resulting in no ERAF shift of property taxes from County Library to the State.				
8. State, Federal, or Other Governmental Aid	-	-	(8,903)	8,903
Reduced funds from the State for literacy programs.				
9. Current Services	-	-	93,400	(93,400)
** Final Budget Adjustment - Library revenues have been increased due to Board approval of the Department's fee requests.				
10. Other Revenue	-	-	(172,240)	172,240
* Reduced First Five Grant Funding (\$125,000) * Reduction in federal E-Rate reimbursements (\$82,740) * No further property tax loss payments from the City of Rancho Cucamonga (\$50,000) * Other various minor decreases (\$4,500) * Increased donations from the Friends of the Library (\$90,000)				
11. Operating Transfer In	-	-	500,000	(500,000)
** Final Budget Adjustment - Operating Transfers from the County General Fund increased by \$500,000 resulting from Board approval of a policy item to augment the Department's book budget.				
Total	37.2	1,596,356	1,351,705	244,651

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

